

Underground Dungeon
P O Box 7822
Tamuning, GUAM 96931
Tel: 632.7008

Last Update: May 7, 2020
Guam Public Health Covid19 Virus Regulations

COMPANY POLICY/PROCEDURE MANUAL

Policy: Daily Store Opening

Procedure: Supervisor to Power Up electrical items/Check individual workstations/Restroom area

Supervisor to screen employee(s) for mask when entering and then observe/ask for health condition(s). Temperature checks may be required if temperature checker is available. If employee(s) are not feeling well, employee(s) will be instructed to return home and get medical attention if needed. Employee will not be allowed to return until all symptoms have cleared.

Employee(s) to time in and supervisor to assign workstation to employee(s) and employee(s) are to observe the 6 feet apart social distance rule. Supervisor to discuss priorities for the day if any.

Employee(s) to proceed to rest room to wash hands and make sure face mask is worn at all times.

Employee(s) to restock/check main customer front table entrance station with sanitizing supplies for customer usage. Ensure trash cans are in place throughout the store areas.

Employee(s) to place outside the signage display for customers knowledge of a "Store Entry Policy". This store entry policy will include signs stating:

*Face Mask Required for Entry *Stop at Table Inside-Sanitize

*Stay 6 feet apart * Maximum Store Capacity: 10 customers

Employee to recheck signs posted for customers and other employee(s) and to inform Supervisor if signage is missing and needs to be re-done/made

Employee(s) to block walkways used to go to storage areas and restricted areas to customers if open or exposed.

Employee(s) to observe all walk in customers and ask them to stop at table to sanitize if proceeding into the main store area without sanitizing.

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COMPANY POLICY/PROCEDURE MANUAL

Policy: Daily Routine - Cleaning/Disinfecting

Procedure: Employee(s) must wash hands as necessary, ensure masks are worn when addressing fellow employee(s) and customer(s). Employee(s) needs to remind themselves and customer(s) of the Social distance rule: stay 6 feet apart

Employee(s) are required to continuously review immediate work station for cleaning/disinfecting and take action to clean/disinfect as necessary. Report supply replenishment/ shortage to supervisor as needed.

Employee(s) are required to observe/assist customer(s) and when necessary. Employee to clean/disinfect areas that may require attention due to customer actions for items on the floor. Employee(s) are to wash hands as frequently as possible.

Employee(s) will be required to wipe down high traffic areas touched by customer(s) like door handles, customer baskets, customer carts and cashier checkout counters every 2 hours or as instructed by supervisor.

Employee(s) to sweep/mop/empty trash areas as necessary during the day.

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COMPANY POLICY/PROCEDURE MANUAL

Policy: Dressing Room

Procedure: No Dressing room allowed to customer(s)/employee(s) for store packaged re-sale items.
This section has been closed permanently as a result of the current COVID 19 situation.
Supervisor will seek more guidance on the matter with local government officials.

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Policy: Cashier / Front Area Checkout

Procedure: Cashier to make sure cleaning/disinfecting supplies are available at checkout area.

Cashier to make sure hand sanitizer is available next to the credit-debit machine area of the counter in addition to a trash can for disposal of customer trash items if any.

Cashier to continuously wipe down/clean/disinfect front area as necessary as each customer passes/checks out of the store. Items to watch closely will be pens/credit-debit machine touchpad screens or any item used by the customer. These items will need to be clean/disinfected as necessary.

Cashier to sanitize hands as frequently as possible and may utilize disposable gloves. Cashier should wash hands also, time permitting.

Customer baskets/carts used are to be cleaned/disinfected as necessary. All baskets and carts at closing time must be placed back in original start areas so employees can make sure items are cleaned/disinfected.

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COMPANY POLICY/PROCEDURE MANUAL

Policy: Daily Store Closing

Procedure: Employee(s) to start closing procedures 30 to 45 minutes prior to store closing time for the day

Employee(s) to clean/disinfect all work stations including the front table entrance Station and cashier station. Assigned employee to Cashier position (if any) can assist time permitting also

Employee(s) to sweep/mop as necessary all areas especially high traffic customer areas.

Employee(s) to empty all trash receptacles and replace with new trash liners

After cleaning/disinfecting, employees to wash hands prior to timecard checkout and leaving store

Supervisor to Power down/turn off all electrical items/Check individual workstations and secure/lock store.